

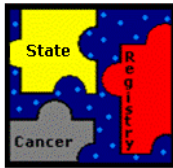


National Program of Cancer Registries

Welcome to Web Plus

Application for Secure Cancer Reporting Over the WWW

Arkansas Central Cancer Registry



Web Plus V3.4.0

Please log in

User ID

Password

WebPlus site:

<https://adhcancer.arkansas.gov/WebPlus/logonen.aspx>

Please save it to your 'Favorites'

The log in page (screenshot above) is where you will enter your User ID and password as assigned by the WebPlus ACCR Administrators:

Arkansas Central Cancer Registry

(501-661-2960)

Web Plus



Web Plus Home Page for Melissa Riddle

Please select a central cancer registry function from those listed below.



Your name will
appear here

Arkansas Central Cancer Registry



Facility Name appears here

[Central Registry Administrator](#)

[Central Abstractor/Reviewer Functions - ACCR 2011 - Full Abstract](#)

[Central Abstractor/Reviewer Functions - ACCR 2011 - Full Abstract](#)



Roles assigned to you

After logging into the system this page will appear with your facility name and the roles that have been assigned to you. Your role to abstract cases will be – **Facility Abstractor**. Click on the name, **Facility Abstractor, ACCR 2018 – Short Form**, to open up the options available to abstract cases.

This document is for instruction on the **2018 – Short Form** for small facilities in the state of Arkansas



Choose one of the above options to proceed.

This is the home page that contains the menu options. From this page you can access the main parts of Web Plus. Click on a tab to open that particular page.

Below is a table which describes the menu options on the home page.

Menu option	Description
Home	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular source, click on the link for the type of abstract
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	About - Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log out	Logs the user out of Web Plus; opens Web Plus Log in page

Data Entry

To begin a new abstract, enter information for a patient, choose the **New Abstract** tab from the home page. The data entry page opens up.

The screenshot shows a web browser window with the address bar displaying "https://adhcancer.arkansas.gov/WebPlus/dataenti". The page has a navigation bar with "Home" and "New Abstract" tabs. Below the navigation bar, the heading "Enter new abstract" is followed by a note: "All data items marked with an asterisk (*) are required." The form is divided into three main sections: "HOSPITAL SPECIFIC", "PATIENT DEMOGRAPHICS", and "CANCER IDENTIFICATION". The "HOSPITAL SPECIFIC" section includes fields for "User Initials" (filled with "gp"), "Facility ID" (filled with "777777"), "Date Entered *" (empty), and "Primary Payer *" (empty). The "PATIENT DEMOGRAPHICS" section includes fields for "Last Name *", "First Name *", "Middle Name", "Maiden Name", "SSN *", "Birth Date *", "Sex *", "Race *", and "Hispanic Origin *". The "CANCER IDENTIFICATION" section is partially visible. Two red arrows point from text boxes to the "Date Entered *" and "Primary Payer *" fields. The first text box states: "Date you entered case into system: Must be YYYYMMDD". The second text box states: "Type of insurance; use drop down box for options".

Notice that the page has two main sections. The box on the left contains the fields where you enter your case information. The box on the right contains two tabs: Help and Edit Errors.

The screenshot shows the "Edit Errors" and "Help" tabs at the top of the page. Below the tabs, there is a message: "Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors." Below this message, the heading "Data entry Help Icons" is followed by three sections: "Special Code Lookup" (with a magnifying glass icon), "Calculate Field Value" (with a calculator icon), and "Context-Sensitive Help" (with a question mark icon). Each section provides a brief description of the icon's function. At the bottom, there is a "Print Preview" button with a printer icon.

This is the **Help** tab, it provides a legend describing the data entry help icons available to the abstractor and briefly describes the process of saving your abstract.

Entering Information into Fields

Web Plus

Secure | https://adhcancer.arkansas.gov/WebPlus/dataentrytype1.aspx?absrefid=0

Home

New Abstract

Find/Open Abstract

Release

Enter new abstract

All data items marked with an asterisk (*) are required.

HOSPITAL SPECIFIC	
User Initials	gp
Facility ID	777777
Date Entered *	
Primary Payer *	

PATIENT DEMOGRAPHICS	
Last Name *	
First Name *	
Middle Name	
Maiden Name	
SSN *	
Birth Date *	
Sex *	
Race *	
Hispanic Origin *	

CANCER IDENTIFICATION	
Date of Diagnosis *	
Primary Site *	
Primary Site Title *	
Histologic Type *	
Histology Title/Text *	
Behavior *	
Laterality *	
Addr at DX - Country	USA
Addr at DX - Street *	
Addr at DX - City *	
Addr at DX - State *	
Addr at DX - Zip *	

Enter patient information

Use drop down boxes when available for appropriate codes – race & Hispanic origin
If SSN is unknown use all 9's in this field
Remember all dates are entered **YYYYMMDD**

Enter cancer information

Primary site – organ/site where cancer originated
Primary site title – enter text of primary site; use magnifying glass to look up codes
Histologic type – type of cancer (adenocarcinoma, ductal carcinoma, etc.); use magnifying glass to look up codes
Histology title/text – enter text on type of histology/morphology of the cancer
Behavior – use drop down boxes, is the cancer in-situ or malignant (invasive)
Laterality – if a paired site choose the appropriate laterality (drop down boxes)
Address – enter address of patient

In order to ensure all data is saved please click on the **SAVE** button at the bottom of the screen often. Recommend after each section is completed – patient demo, cancer identification, etc.




Save


Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

DIAGNOSTIC PROCEDURES


Text - Lab Tests

Any pertinent lab information: Breast: ER/PR/HER2 status Colon: CEA Prostate: PSA	 ^ v
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Text - PE

Age, race, reason patient was seen at the facility. Other pertinent physical exam information related to cancer. Family history, tobacco and alcohol use	 ^ v
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Text - Path

Collection date of pathology report, Pathology report number/accession number, synopsis of findings on pathology report	 ^ v
---	---

Text - X-Ray/Scan

Date of scans, type of scans, Findings on scans (positive and negative) about cancer – spread of disease, involved lymph nodes, metastatic disease	 ^ v
--	--

Text - DX Procedures - Op

Date of operative procedure, type of procedure and findings in operative note	 ^ v
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Text - DX Procedures - Scopes

<u>Procedures/Scopes:</u> Date of scope (colonoscopy, bronchoscopy, cystoscopy, etc.), Type of scope and findings in scope notes

Text Fields MUST be completed

If you don't have the information in your medical record, then enter 'unknown' for that particular field.

These are text areas where you will enter information as found in the medical record.

Staging Information

AJCC STAGING			
Tumor Size	<input type="text"/>		
Mets at DX - Bone	0	▼	?
Mets at DX - Brain	0	▼	?
Mets at DX - Distant LN	0	▼	?
Mets at DX - Liver	0	▼	?
Mets at DX - Lung	0	▼	?
Mets at DX - Other	0	▼	?
Staging Text (TNM, Metastasis, etc.) *			?

Enter the size of the primary tumor in mm.

If patient has distant metastasis enter this in these fields; use drop down boxes to assist in coding – otherwise leave 0

Enter any staging found in medical record as performed by a physician. Many times labeled as T, N, M and Stage Group, and sometimes it is just group stage: i.e. Stage 2B

Treatment Information

This area records the treatment that the patient received either at your facility or another facility. Please record any known treatment that the patient received. The first section is on **Surgical Procedures**.

Surgery Primary Site: Type of surgery performed to the primary site. Use the question mark to get a list of codes and notes.

Scope Reg LN Surgery: Record any procedure performed to regional lymph nodes in this area. If there is a biopsy, excision, or FNA performed to the regional lymph nodes record that information even if there is no surgery to the primary site. Use drop down box for codes.

Other Reg/Dist Surgery: Record surgery performed to regional organs and/or distant sites (metastatic sites) for the purpose of cancer treatment. Use drop down box.

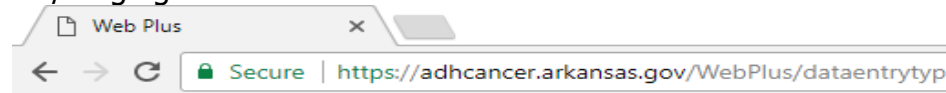
Date of Surgery: Record the date of the first surgery performed, even if it is biopsy of lymph node prior to primary site surgery.

DX/Staging Procedure: Code the incisional biopsy of the primary site or other sites that was used to diagnose and/or stage the case. Do **not** record FNA or other cytologic studies in this field. Use drop down box for codes.

These are the common codes:

- 00** – Biopsy was not performed
- 01** – A biopsy was done to a site other than the primary
- 02** – A biopsy was performed to the **primary site**; for lymphoma cases a biopsy of a lymph node to stage lymphoma was performed
- 03** – Surgical exploration **WITHOUT** biopsy or treatment
- 09** – No information on diagnostic or staging procedure

DX/Staging Procedure Date: Record the date of the biopsy performed as coded in DX/Staging Procedure.



Web Plus

Home

New Abstract

Enter new abstract

All data items marked with an asterisk (*) are required.

TREATMENT - 1ST COURSE

Surgery of Primary Site *	<input type="text"/>	?
Scope Reg LN Surgery *	<input type="text"/>	?
Other Reg/Dist Surgery *	<input type="text"/>	?
Date of Surgery	<input type="text"/>	?
DX/Staging Procedure *	<input type="text"/>	?
Date of DX/Staging Proc	<input type="text"/>	?
Regional RX Modality *	<input type="text"/>	?
Date Rad Started	<input type="text"/>	?
Date Rad Ended	<input type="text"/>	?
Chemotherapy *	<input type="text"/>	?
Date Chemotherapy	<input type="text"/>	?
Hormone Therapy *	<input type="text"/>	?
Date Hormone Therapy	<input type="text"/>	?
Immunotherapy *	<input type="text"/>	?
Date Immunotherapy	<input type="text"/>	?
Other Therapy *	<input type="text"/>	?
Date Other Therapy	<input type="text"/>	?

Surgery Text *	<input type="text"/>	?
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Radiation Text *	<input type="text"/>	?
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Chemotherapy Text *	<input type="text"/>	?
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See information above – Surgery

Radiation information – Use drop down boxes; if unknown use 99 and leave dates blank; if none use 00 and leave dates blank

Systemic treatment – chemotherapy, hormone, etc; use drop down boxes; if unknown use 99 and leave dates blank; if none use 00 and leave dates blank

Web Plus

Home

New Abstract

Enter new abstract

All data items marked with an asterisk (*) are required.

Date Other Therapy



Surgery Text *

Date of surgery, type of surgery, any important findings during surgery



Radiation Text *

Dates of radiation, type of radiation, site where administered, number of fractions; if unknown or none type this in the field



Chemotherapy Text *

Dates of chemo, type, and where administered; if none/unknown include this in text



Hormone Text *

Dates of hormone, type, and where administered; if none/unknown include this in text



Immunotherapy (BRM) Text *

Dates of Immunotherapy, type, and where administered; if none/unknown include this in text



OTHER

Additional Remarks

Any additional information not recorded elsewhere; tobacco, alcohol, or family history of cancer



EDIT Results

Clear all edits before submitting the case to ACCR. The edits box will appear if there is any in your case when you hit 'Save'.

Arkansas Central Cancer Registry
Camille WilderHairston
501-280-4129

Reports Change Password Help Log out

Add/View Comment Run CS Edits

Edit Errors Help

-----EDIT RESULT-----

Editset Name: ACCR V16E Edits - WebPlus Short Form

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warning prior to releasing the abstract to the central registry.

Total edit errors: 3

1. Missing Critical Field: [Scope Reg LN Surgery](#)
2. Error: RX Date Surgery: invalid as to year
i. [Date of Surgery = 06072017](#)
3. Error: If year of Date of Diagnosis > 2002, then RX Summ--Scope Reg LN Sur cannot be blank
i. [Date of Diagnosis = 20170102](#)
ii. [Scope Reg LN Surgery =](#)

You can click on the edit errors in red and it will take you directly to the field with the error. If you can't determine how to clear the edit please contact ACCR for assistance.

Submit to ACCR

Once the case is clear of errors and/or you have no errors in the case you can submit the case to ACCR. This message will appear:

Arkansas Central Cancer Registry
Camille WilderHairston
501-280-4129

Reports Change Password Help Log out

Add/View Comment Run CS Edits

Edit Errors Help

-----EDIT RESULT-----

Editset Name: ACCR V16E Edits - WebPlus Short Form

This abstract passed all edits and can be released to your central cancer registry.

Do you want to release it?

Yes – sends it automatically to ACCR

No – will hold the case on your side and you can release later in the find/open abstract tab. ACCR cannot see these cases.

